



Office of the Administrative Director — Fiscal Office, Support Services Division

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May 11, 2007

MEMORANDUM

TO WHOM IT MAY CONCERN

FROM: Janell Kim
Financial Services Administrator

SUBJECT: ADDENDUM NO. 1
INVITATION FOR BID NO. J08009
TO PROVIDE CUSTODIAL AND YARD SERVICES FOR VARIOUS
JUDICIARY FACILITIES ON OAHU

Transmitted herewith is one copy of Addendum No. 1 for your review. Please direct questions to Newton Sakamoto in the Contract & Purchasing Branch at (808) 538-5805 or FAX (808) 538-5802.

A handwritten signature in black ink, appearing to read "Janell Kim", is written over a horizontal line.

Janell Kim
Financial Services Administrator

ADDENDUM NO. 1

INVITATION FOR BID J08009 TO PROVIDE CUSTODIAL AND YARD SERVICES FOR VARIOUS JUDICIARY FACILITIES ON OAHU MAY 2007

The items listed hereinafter are hereby made a part of Invitation for Bid No. J08009 for the above project and shall govern the work taking precedence over previously issued invitation for bids governing the item mentioned.

SECTION TWO - SPECIAL PROVISIONS

Add: Section 2.22

2.22 SECURITY BACKGROUND CHECK

After the award of contract and before commencement of any work on the project, Contractor shall provide to the Officer-in-Charge, a list of all employees to be used on the project sites for security reasons. Contractor will be required to provide employees full name, date of birth and residence address. Information provided will be forwarded to the Office of the Sheriff to perform background checks, including obtaining any criminal abstracts. If it is determined that an individual or individuals pose a security risk as a result of the background check, we reserve the right to take appropriate action, such as requesting that you exclude an employee from providing on-site services at our facilities.

The list of employees assigned to each job site must be kept current at all times. New workmen cannot enter the job site until receipt of clearance is obtained from the Officer-in-Charge. Workmen found on job site without proper clearance shall be removed immediately.